

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

December 3, 1969

MEMORANDUM FOR THE STAFF

FROM: William Watts *Wm. Watts*

SUBJECT: The President's Weekend Reading

The President has directed that we resume sending him noteworthy reading matter for his weekend study.

All members of the staff are asked to be on the lookout for pieces which are especially informative, insightful, or provocative.

Journal or magazine articles will be the most likely candidates. Press commentaries, speeches, or even books and research papers, should also be considered. The FBIS is another source which should be looked at.

PROCEDURE

1. Peter Rodman (Room 396, Ext. 6908) will be the coordinator at this end. The material collected during the week will be sent to Dr. Kissinger for the President every Friday afternoon.

2. When you find an item which may be of interest or value to the President, send a copy to Peter, along with a brief resume (one paragraph or so) telling the President something about what it says, who wrote it, and why it is interesting.

3. In the case of books or parts of books, send a similar blurb and indicate where a copy of the book is readily available. We should not call the President's attention to a book unless a copy is actually on hand for instant transmittal if he wants it.

4. A similar weekly reading package will be prepared for Dr. Kissinger. This will duplicate the package being sent to the President, but may also include additional, more scholarly or more detailed items. Accordingly, please stay alert for such items and send them to Peter with an indication that they are for Dr. Kissinger's reading file only.